

SENATE FISCAL AGENCY
Job Description

POSITION TITLE: Legislative Analyst

IMMEDIATE SUPERVISOR: Associate Director/Bill Analysis Coordinator

SUMMARY: Legislative Analysts are responsible for writing summaries, analyses, and Public Act descriptions of bills referred to the Senate standing committees for which the analysts are responsible.

DUTIES AND RESPONSIBILITIES:

1. Write a summary of all Senate and House bills placed on the agenda for committees to which the analyst is assigned, and as otherwise assigned by the Associate Director.
2. Attend meetings and public hearings of Senate Committees to which the analyst is assigned.
3. Write the "CONTENT" section of the Floor Analysis of each Senate and House bill reported from a committee to which the analyst is assigned.
4. Write a detailed legislative analysis of each Senate and House bill reported from a committee for which the analyst is responsible.
5. Keep the Associate Director informed of the analyst's activities, and perform work according to the priorities established by the Associate Director.
6. Perform additional responsibilities assigned by the Associate Director or the Director, such as writing articles or issue papers, participating in staff meetings, and serving on internal Senate Fiscal Agency committees.

SKILLS AND ABILITIES:

1. Must possess excellent writing skills to communicate highly technical and complex issues to a broad audience on a broad range of issues.
2. Must be able to conduct research, and analyze and write under severe time constraints.
3. Must possess or develop a working knowledge of the legislative process.
4. Must possess at least a bachelor's degree.
5. Must use discretion and good judgment in presenting highly political issues in a neutral way.
6. Should possess skills with electronic word processing.

Note: This list is not intended to be exhaustive. Responsibilities and duties may change at the discretion of the Director of the Senate Fiscal Agency or his/her designee.